



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

August 21, 2018

MEMBERS PRESENT

Alan Robinson, Jr., Chairman
Ron Marvel, Vice Chairman
David J. Roberts
Tom DiCristofaro
Lynn Truitt
Marvin C. Sharp – Arrived 9:49 a.m.
Ted Walius

ALSO PRESENT

Rae Mims, Deputy Attorney General
Patrick Matthews, BLS Medical Director
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer - absent
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Jay Jones, DVFA
Ray Stevens, Selbyville Vol. Fire Co.
Elmer Steele, DVFA
Bill Betts, DVFA
W. Mike McMichael, DSEMSA

GUESTS Cont.

Warren Jones, DVFA
Britany Huss, OEMS
Richard Perillo, DVFA
Dan Carrier, Hockessin Fire Co.
Henry Cowon, Mid-Sussex Rescue Squad
Billie Jo Bullock
Denise Fox Madden, Marydel Fire Co.
Gary Madden, Marydel Fire Co.
Robin K. Brown, EMSPS
Denise Dill, Industry EMS
Leslie Kesler, Marydel Fire Co.

CALL TO ORDER

Chairman Robinson called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF JULY 17, 2018 COMMISSION MEETING MINUTES

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Truitt that the minutes of the July 17, 2018 Commission meeting be approved. Motion carried by unanimous vote.

REGULAR BUSINESS

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle reported that Deputy Fire Marshal II Tyler Simple has been promoted by meeting the minimum requirements He completed the National Fire Academy class as well as other requirements. He was promoted to a Deputy Fire Marshal II as of June 10, 2018.

Deputy Fire Marshal I Thomas Looney is currently taking the Basic Fire Investigation Essentials at the National Fire Academy. With the completion of that course he will have completed his first year requirements.

Personnel Items cont.

John Yednick has been accepted to attend an Interview and Interrogation class at the National Fire Academy from October 8 – 18, 2018.

Fire Marshal Ingle received a resignation letter from Administrative Specialist Renay Walls of the Kent County office. She accepted a position within another state agency that is a promotion for her. Fire Marshal Ingle requested authority to fill the vacant position. It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to authorize Fire Marshal Ingle to advertise and hire for the vacant position of Administrative Specialist I. Motion carried by a unanimous vote.

Fire Marshal Ingle received a resignation letter from part-time inspector Scott King as a result of retiring from the Wilmington Fire Department and moving to Texas. Fire Marshal Ingle is appreciative of his 12 years of service.

FY2020 Budget

Fire Marshal Ingle reported that he will request the following items at the Door Openers Budget meeting:

Funds for the Ongoing End User License for the Incident System – This was requested last year and not approved because the system was not on line at the time. It is scheduled to go online September 11, 2018. The cost is approximately \$45,000 per year.

Annual Report

Fire Marshal Ingle reported that his staff are working on some corrections to this year's annual report. It will be distributed prior to the DVFA Conference in September.

DTI – Program Update

Fire Marshal Ingle reported that the staff is currently being trained on the new system over the next two weeks. It looks like it will be a system that works well for the agency and more efficient than the past.

Burn Camp

Fire Marshal Ingle attended the Burn Camp 10th Anniversary. The camp went well and they have some good ideas to try and increase the number of attendees.

Meeting with Scott Kidner & Apartment Representatives

Fire Marshal Ingle has a scheduled meeting on August 22, 2018 with Scott Kidner and representatives from the apartment community to discuss the requirement of carbon monoxide detector requirements. He will be meeting to gather their input for proposed changes to the Fire Prevention Regulations regarding carbon monoxide detection installation.

University of Delaware RA Training

On August 20, 2018, John Rudd and some of the Technical Services staff assisted the University of Delaware with training of their Resident Agents.

DVFA Conference/Memorial Dedication

Fire Marshal Ingle will be participating in the DVFA Conference and Memorial Dedication during the week of September 10th. The office will have a display both of the Juvenile Intervention Program set up during the conference. It will be staffed from September 12th – 14th.

Fire Incidents

On July 22, 2018 at approximately 9pm, Minquas Fire Company was dispatched to a salvage yard fire that contained a lot of old vehicles. This is a large loss fire and remains under investigation.

On July 23, 2018 at approximately 2am, Aetna Hose, Hook and Ladder Fire Company responded to a fire at Brewster's Ice Cream on the 1500 Block of Capitol Trail. This is a large loss fire contributed to an electrical malfunction inside of the establishment.

July 23, 2018, Christiana Fire Company responded to the 700 Block of Birchwood Drive to a single family dwelling. Upon arrival there was fire showing. An 81 year old victim was treated for smoke inhalation. Six adult residents needed assistance from the Red Cross. This was a large loss fire of over \$100,000 and determined to be from an electrical malfunction. A power cord ignited combustibles that were too close to the power cord in the home.

August 1, 2018, Dagsboro Fire Company responded to the 30000 Block of Power Plant Road involving a domestic issue. The fire was intentionally set and an arrest has been made regarding the incident.

Fire Incidents cont.

August 14, 2018 at 7:15pm, Middletown Fire Company was dispatched to the 1000 Block of Bunker Hill Road. There was a vehicle fire with a burn victim on scene. The burn victim was transported to Crozier Hospital in serious condition. They have since been released. The cause of the fire was determined to be flammable vapors trapped inside of the passenger compartment of the vehicle that ignited. The person was transporting gasoline inside of the vehicle and there was smoking materials involved.

DFIRS Incidents Received

| TOTAL STATE PARTICIPATION IN COMPLIANCE | | | |
|---|---------|----------------------|----------|
| 79 % | | | |
| DELINQUENT DEPARTMENTS | | | |
| New Castle County | | | |
| Cranston Heights | | January – May - June | |
| Holloway Terrace | | May – June | |
| Townsend | | April – June | |
| Wilmington Manor | | June | |
| Kent County | | | |
| Bowers | | January – June | |
| Cheswold | | June | |
| Harrington | | April – June | |
| Houston | | May – June | |
| Leipsic | | May – June | |
| Magnolia | | April - June | |
| Sussex County | | | |
| Ellendale | | June | |
| Greenwood | | June | |
| Roxana | | February - June | |
| OVERDUE REPORTS BY DAYS | | | |
| 30 Days | 60 Days | 90 Days | 90+ Days |
| 4 | 3 | 3 | 3 |

Source: DFIRS Incidents received as of 8/09/18.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Delaware Voluntary Firefighter Injury Review and Education Program
 - Draft proposal was submitted to the Commission for review.
 - Director Newnam requested to utilize the State Fire Prevention Commission Investigator as part of the program. The Commission requested that Ms. Lambertson be made aware of time that the Commission Investigator will be working on the project and that it not interfere with the daily requirements of the position.
- Wireless access points – DTI payment for current and upgrade of current
- Annual Report FY18 – Copy provided to the commissioners.
 - Fire/Rescue/Officer - 10,139 - 10,108 - Industrial – 1,233 – 933
 - Agency/Institution - 832 – 369
 - EMS - 5,557 – 7527 – decrease in CEU programs/classes
 - Haz Mat - 616 – 479 - Fire Safety - 39,661- 29,110 - Injury Prevention – 23,864 – 16,066
- Delaware State Public Health Laboratory – (Glucometer CLIA Waivers)
 - Laboratory User Fees for Counties paid by DSFS for 01-2019 to 01-2021
- Meeting (08/20) with U of Del to discuss another EMT accelerated class January 2019.
- AFG Grant status – Require State Clearinghouse approval to order equipment

Staff Activities

- AFG Press Conference at DSFS – August 3rd – Sr. Instructor Dempsey
- Site visit – Pro-Board completed Aug. 1st. – Sr. Instructor's Lowe, Miller, Baker (Terry Jester and Vice Chairman Ron Marvel)
 - Staff did an excellent job in preparing for the site visit – excellent comments
 - DSFS to be re-accredited for five (5) years -
- Visit to New Castle Division by County Executive Matt Meyer 8/23 at 1600 – Sr. Instructor Ingram
 - Companies participating – 22,28,18,11, Equipment and personnel
 - DEMO – fire response by units, orientation burn and structural evolution

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Campus Fire Safety Training
 - Wesley 08/09, Del. State 08/15, U. of Del. 08/20, Goldey Beacom 08/22
 - Camp Fury – 60 registered (40)
 - Fire Officer I – blended program – 10 students (11)
 - Aerial Apparatus Operator Certification – pilot Station 21
 - In-Service programs – 19 programs/classes scheduled (17)

EMS

- Current Month
 - CEU programs – 2 scheduled
 - EMT Fall programs – 25 students NCD, 25 KCD, 24 SCD
- 30 hr. EMT Refresher – update

Public Education and Injury Prevention - Activity Report

- **Current Month**
 - Fire Safety Programs – 4 scheduled (6)
 - DSFS Tours – 4 tours scheduled (2)
 - Fire Safety Displays – 4 scheduled (0)
 - Injury Prevention Programs – 5 programs scheduled (4)
 - Injury Prevention Events – 5 scheduled events (4)

Maintenance – Building and Grounds

- Building renovations completed, County inspection 08-13-18 passed. Staff relocated.
- Food Establishment Inspection – August 1, no violations
- New fiber optic cable, installed and terminated by the cable company, completed.
- HVAC project started again 8/13, status.
- Floors scheduled for waxing Dover Center during August
- Separators annual cleaning scheduled
- Completed Bi-annual SCBA testing and servicing
- Windows replaced, Structural Building – Commercial side, second floor
- Flooding issues New Castle Division – Gas pad, Veh. Rescue areas, behind FM Office

Financial

- Past Due Billings
 - 30 days – 4,390.00
 - 60 days – 15,160.00
 - 90 days – 614,695.00
 - 120 days – 160.00
 - 20678 Tuition Fund – 538,096.00
 - Accounts receivable – 21,839.00
 - Revenue Comparison
 - Tuition – 2018 – 119,075.05, 2017 – 92,620.26

FY20 Budget Process

- Door Opener requests due August 24th
- Budget request target meeting – Scheduled for September 5th – 1300
- Operating and Capital Budget requests due – October 15th
- Agency Budget Hearings – November 14th – 1400
- Governor's submits – Budget Hearings – Jan. – May 2019

General Fund FY20

- EMT Training funding – request increase from 95k to 135k
- Equipment Funding 10.5 to 35k

Capital Budget (Bond Bill) FY20

- Rescue Tools – 150k, 19 Fire Companies and DSFS – this is a pass though.
- Remaining Dover Center HVAC project not funded – 350k – working with Facilities
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – No report was required to be provided to the State in July.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review

Personnel Issues

- 30 Years State Service – Charles Bradley – It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to recognize Charles Bradley for his 30 years of state service. All 30 years of his state service have been at the Delaware State Fire School.
- Posted on 08/20 for the position of Physical Plant Maintenance Trade Mechanic II

Scheduled Activities

Director Newnam will be on annual leave August 30th – 31st.

BLS MEDICAL DIRECTOR

The ALS and BLS Standing Orders were approved at the ALS Standards meeting on July 25, 2018. The next step is for the Board of Medical Licensure and Discipline to review and approve them at their next meeting of September 18, 2018. The ALS implementation date is set for November 5, 2018.

The Narcan distribution plan for the OEMS Narcan stock continues. 420 have been distributed in Kent and Sussex Counties to date. New Castle County is currently able to obtain their Narcan through an arrangement made with a pharmacy. New Castle County has used most of their available 600 doses and have contacted the Office of Emergency Medical Services regarding obtaining additional supplies. OEMS has a distribution plan in place for companies that may be in need from New Castle County.

There are 10 Kent County Companies that received and 20 Sussex County Companies participating in the Narcan distribution. Kent County companies received 150 Narcan kits and Sussex County companies received over 280 Narcan kits. Dr. Matthews is unaware of any new Kent and Sussex County Companies that have asked to participate in the Narcan distribution program. No companies have requested a resupply at this time.

Diane Hainsworth, Director of the Office of Emergency Medical Services addressed the Commission with regard to Narcan distribution and the Opioid crisis as well as a brief introduction to Robin Brown.

Director Hainsworth updated the Commission regarding \$100,000 that was placed into the Office of Emergency Medical Services budget by the State Legislature to provide Narcan for all First Responders in Delaware. Under grant funds, OEMS has hired Robin Brown as a point of contact for not only the Narcan distribution in for the Delaware BLS and fire service, but also other equipment made available by OEMS to the emergency services.

BLS Medical Director cont.

The CDC has again provided funding through the Department of Public Health for a crisis response to the opioid issue. The Office of Emergency Medical Services will be creating an Opioid Recovery Program. This will not be a recovery as in an individual's treatment and recovery, but as a recovery of the healthcare system as a whole and how the issue will be addressed in Delaware. Four new positions were granted to Public Health to address the opioid crisis.

Commissioner Dicristofaro asked Director Hainsworth how much of the Narcan stock remains? Director Hainsworth reported that they have under 300 doses remaining and will make a large bulk purchase in the future. The shelf life of Narcan is 18 months to 2 years, so a fire company receives a three month supply when they request stock. Once it has been distributed to a company, it cannot be moved to another company because it is a prescription medication. It was verified that New Castle County fire companies are able to request Narcan from the Office of Emergency Services. They have to request it from OEMS directly.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

15 Annual Ambulance Unit Inspections

0 New Unit Inspections

9 Complaints Received

3 Arrest Notifications were received.

4 New Investigations

11 Open Investigations 2018

4 Open Investigations 2017

REGULAR BUSINESS

ACTION ITEMS

Marydel Fire Company – Rule to Show Cause Hearing

DAG Mims opened the Rule to Show Cause Hearing for Marydel Fire Company to present an action plan addressing their excessive scratch rate. Fire Chief Gary Madden spoke on behalf of Marydel Fire Company. He reported that they have replaced their ambulance Captain and have not had a scratch since July 9, 2018. They are currently down to a 10.1% scratch rate.

Marydel Fire Company – Rule to Show Cause Hearing cont.

Commissioner Dicristofaro stated that the Commission's hands are tied. Seven out of the last ten scratch reports show Marydel Fire Company with an excessive scratch rate. The Commission is mandated to oversee the scratch rate and at some point they are going to have to take action. At some point they can't keep allowing the scratch rate to be so high. It's very important that the last two quarters of 2018 are improved.

Chief Madden asked what happens if they are unable to get the scratch rate to an acceptable percentage? Chairman Robinson stated that the only consequence they are afforded is to decertify them. The problem with that is it impacts all of the surrounding companies that have to pick up the slack. The hearing began at 9:40 am and concluded at 9:52 am.

Aetna Hose, Hook and Ladder Fire Company – Rule to Show Cause Hearing

DAG Mims opened the Rule to Show Cause Hearing for Aetna Hose, Hook and Ladder Fire Company. The Commission scheduled the hearing due to a late audit submission by Aetna Hose, Hook and Ladder Fire Company. President Dan Seador spoke on behalf of the company. President Seador explained that some of the financial information was incomplete and the CPA requested that he file for an extension. He did not file the extension, but was lead to believe that the fire company had an extension. He later found out that they did not. In the middle of the year the company changes Treasurer's. There were some stocks that the company could not determine if they had been cashed out. Once it was determined that the stocks were in place, the CPA firm could continue with the audit report. The CPA firm informed President Seador that the company would have to submit the extension request. President Seador submitted an extension request on July 18, 2018 by email. Aetna Hose, Hook and Ladder Fire Company audit was due on July 15, 2018.

Aetna Hose, Hook and Ladder Fire Company – Rule to Show Cause Hearing cont.

Commissioners discussed questions and concerns surrounding the audit submission. Ms. Lambertson reported that the extension request was for a 60 day extension and it was in fact received on August 2, 2018. It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to levy a fine of \$200.00 to Aetna Hose, Hook and Ladder Fire Company.

Motion was defeated by a roll call vote.

| | |
|-----------------------------|---------|
| Commissioner Dicristofaro - | No |
| Commissioner Truitt - | Yes |
| Commissioner Sharp - | Yes |
| Commissioner Roberts - | No |
| Commissioner Walius- | No |
| Vice Chairman Marvel - | Yes |
| Chairman Robinson - | Abstain |

Commissioner Roberts believes that historically the Commission has accepted an extension when a new President was not provided the proper information when taking over the office.

It was moved by Commissioner Roberts, seconded by Commissioner to accept the letter requesting an extension by Aetna Hose, Hook and Ladder Fire Company with no fine.

Motion was defeated by a roll call vote.

| | |
|-----------------------------|-----|
| Commissioner Dicristofaro - | No |
| Commissioner Truitt - | No |
| Commissioner Sharp - | No |
| Commissioner Roberts - | Yes |
| Commissioner Walius- | Yes |
| Vice Chairman Marvel - | No |
| Chairman Robinson - | No |

President Seador stated that he would accept the \$200 fine knowing that the responsibility fell on him and the fire company. It can then be read into the minutes of his fire company meeting and hopefully help those in the future realize the importance of the timely submission or request of an extension if needed. Chairman Robinson thanked him and expressed how important it was to have consistency in the audit submission requirements.

Aetna Hose, Hook and Ladder Fire Company – Rule to Show Cause Hearing cont.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to levy a \$200 fine to Aetna Hose, Hook and Ladder Fire Company for a delinquent audit submission.

Motion carried by a roll call vote.

| | |
|-----------------------------|-----|
| Commissioner Dicristofaro - | Yes |
| Commissioner Truitt - | Yes |
| Commissioner Sharp - | Yes |
| Commissioner Roberts - | Yes |
| Commissioner Walius- | Yes |
| Vice Chairman Marvel - | Yes |
| Chairman Robinson - | Yes |

Houston Fire Company – Rule to Show Cause Hearing

DAG Mims opened the Rule to Show Cause Hearing for Houston Fire Company. The Commission scheduled the hearing due to a late audit submission by Houston Fire Company. President Frank Martire spoke on behalf of Houston Fire Company. He stated that he was ill and unable to leave the house at the time. He apologized and had no other comments. Houston's audit report was due July 15, 2018 and submitted to the Commission on July 18, 2018.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to levy a fine of \$200.00 to Houston Fire Company.

Motion carried by a roll call vote.

| | |
|-----------------------------|-----|
| Commissioner Dicristofaro - | Yes |
| Commissioner Truitt - | Yes |
| Commissioner Sharp - | Yes |
| Commissioner Roberts - | Yes |
| Commissioner Walius- | Yes |
| Vice Chairman Marvel - | Yes |
| Chairman Robinson - | Yes |

Mandatory vs. Optional – Ambulance Equipment List – Follow up from DEMSA and County Chief's Association

The Commission discussed four items that are currently on the ambulance equipment list that is currently structured as “optional”. Narcan, Epi Pen, Albuterol and the disposable CPAP are the items that are being discussed.

Dr. Matthews reported that Delaware has been aggressive in expanding their scope of practice and has done so in a safe manner. All of the providers are being trained to use these items. Mike McMichael of the State EMS Association reported on his interactions with the EMS community has all been positive about making the items mandatory. They feel they will do what needs to be done to make the citizens safer. The State EMS Association also distributed a survey for public comment by the BLS Community EMS leaders. The survey outcome shows the BLS Community leaders would agree that these items should be mandatory.

Commissioner Dicristofaro does not support these items becoming mandatory items due to the financial burden that it would place on the companies. Vice Chairman Marvel is in support of the items becoming mandatory and feels that the Ambulance Fund Distribution would help cover cost of these items. He feels that Commissioner Dicristofaro needs to separate himself from being the President of his fire company and view this as a Commissioner. His job as a Commissioner is to protect the public. Dicristofaro disagreed that these funds were intended to cover items like that. His only concern is the financial burden that would be placed on the service.

Commissioner Dicristofaro thought there could be discussion to take 10% off of the top of the ambulance fund and use that to assist in the purchase mandatory items. Vice Chairman Marvel feels that not providing these items is an embarrassment to the service. It's an expense, but we should not miss the opportunity to help the public.

It was moved by Vice Chairman Marvel, seconded by Commissioner Sharp to accept these items as mandatory and added in the BLS Protocols. Motion withdrawn.

It was agreed that the question is more about the financial burden versus the service being able to provide the services. This will be discussed further in future meetings.

Suspending or Revoking Ambulance Certification – Enforcement Authority

It was moved by Commissioner Truitt, seconded by Commissioner Dicristofaro to table this item until the September meeting. Motion carried by a unanimous vote.

Ambulance Fund – 1st Quarter Ten Patient Care Reports – Indian River Vol. Fire Company

It was moved by Vice Chairman Marvel, seconded by Commissioner Dicristofaro to pay funds due to Indian River Vol. Fire Company for the ten patient care runs made during the first report of 2018.

Motion defeated by a roll call vote.

| | |
|-----------------------------|-----|
| Commissioner Dicristofaro - | No |
| Commissioner Truitt - | No |
| Commissioner Sharp - | No |
| Commissioner Roberts - | No |
| Commissioner Walius- | No |
| Vice Chairman Marvel - | Yes |

NEW BUSINESS

None

GENERAL INFORMATION

Commissioner Marvin C. Sharp

Commissioner Sharp has completed 14 years as Commissioner of the Fire Prevention Commission. He thanked Fire Marshal Ingle for his service and the excellent job that he's done during his tenure. Commissioner Sharp has enjoyed working with him over the years. He also thanked Director Newnam for his service over the years and a job well done. He thanked Ms. Lambertson for all of the support that she's given him over the years.

The State EMS Association thanked Commissioner Sharp for all of his years of service and how much of an asset he's been to the emergency services statewide.

The Commission thanked Commissioner Sharp for his service and all that he worked to accomplish over his tenure with the Commission. He will be missed.

Commissioner Ted Walius

Commissioner Walius will thanked the Commission and the DVFA for his support during his year appointment as the appointed Past DVFA President Commissioner. He welcomes Rich Perillo to the position in September.

CORRESPONDENCE

None.

MISCELLANEOUS INFORMATION

None

REPORT OF THE COMMISSIONERS

Chairman Alan Robinson Jr.

Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Meeting, Citizens Hose Fire Company Meeting and BLS Protocols Meeting.

Vice Chairman Ron Marvel

Vice Chairman Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Meeting, Sussex Chiefs Meeting, Sussex Firefighter's Association Meeting, Seaford Fire Dept. Meeting, DSFS Pro Board, DSFS Grant Presentation, Memorial For Fundraiser, Divert Meeting NMH, New Castle County Meeting, Kent County Meeting and Sussex Chief's Meeting.

DATE OF NEXT MEETING

September 18, 2018 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Truitt that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

sl/